

**Chippewa Middle School 7/8
4000 N. Okemos Rd.
Okemos, MI 48864**

Main Office: (517) 706-4800
Attendance/Guidance Office: (517) 706-4806
Fax: (517) 347-4189

Office Hours

7:15 a.m. - 3:45 p.m.

School Hours

8:00 a.m. - 2:45 p.m.

Early Release Day School Hours

8:00 a.m. - 12:50 p.m.
(Lunch is served)

Half Day School Hours

8:00 a.m. – 11:10 a.m.
(No lunch is served)

Mrs. Jody Noble, Principal
Mr. Bob Bullock, Assistant Principal/Athletic Director
Mrs. Jocy Smith, Administrative Assistant
Mrs. Brenda Tracy, Attendance/Guidance/Athletic Secretary
Mrs. Alison Evenson, Counselor

ACADEMIC INFORMATION

COUNSELORS

The counselors aid you, your parents, and your teachers by:

- Helping you choose classes to best meet your needs.
- Listening to any concerns which you may have and discussing alternatives with you.
- Administering a testing program so that you, your parents/guardians and your teachers have a better understanding of your abilities and achievements.
- Providing small group experiences to examine middle school issues.

CLASS SCHEDULES

The school day consists of seven, 50 minute courses. A general daily schedule is made up of the four core courses (Science, English, Math, Social Studies), Physical Education and two electives.

If you feel a schedule change is needed, schedule an appointment with the counselor. Final decisions concerning such changes will be made only after teacher and parent/guardian involvement and other ways of solving the problem have been considered. Elective changes take place during the first two weeks of school or within the first week of a trimester.

BASE

Chippewa Middle School will follow an adjusted BASE schedule that will feature eight shortened class periods to provide students time for homework support, rehearsals, assemblies, and meetings.

REPORT CARDS

Report cards are mailed home at the end of each trimester.

PARENT/GUARDIAN TEACHER CONFERENCES

Your parents or guardians will have an opportunity to meet with your teachers to discuss your academic progress during parent/guardian teacher conferences twice a year and are scheduled on-line. Parents or guardians wishing to meet with teachers throughout the year are encouraged to schedule a meeting time through the office.

POWERSCHOOL (Online Gradebook)

We encourage students and parents/guardians to utilize PowerSchool to check grades and attendance. Information for establishing an account is shared with families through the guidance office.

STUDENT RECORD POLICY

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over eighteen years of age ("eligible students") certain rights with respect to the student's education records. These rights include:

- Parents have the right to inspect and review the student's education records and to have the district respond to reasonable requests for explanations and interpretations of the records.

Parents should submit to the appropriate administrator a written request that identifies as precisely as possible the record(s) they wish to inspect or review, or receive explanation or interpretation. The building administrator will make the necessary arrangements within 15 school days following receipt of the request. All records must be examined in the school district office during the business day in the presence of the appropriate administrator or designee.

- Parents have the right to request the amendment of the student's education records that the parent believes are inaccurate, misleading or in violation of student's privacy or other rights.

The parent should submit to the appropriate administrator a written request, clearly identifying the part of the record they want changed and specify what is inaccurate or misleading within 10 school days from the date the records were examined.

In the event the District decides not to amend the record as requested by the parent, the District shall notify the parent of the decision and advise the parent of their rights to a hearing regarding their request for amendment. Additional information regarding the hearing procedure will be provided to the parent when notified of the right to a hearing.

- Parents have the right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosures without consent is disclosure to school officials with legitimate educational interests or as provided by statute or regulation. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks.

A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his/her professional responsibility.

- Directory information from the student's education record may be disclosed, unless it includes the student's address, telephone number, date of birth, class designation, dates of attendance, extra-curricular activities, achievement awards or honors, weight and height of members of athletic teams, photograph, and school or school district previously attended.

- Parent have the right to file a complaint with the U.S. Department of Education concerning an alleged failure by the District to comply with the requirements of FERPA. Such a complaint should be filed with the U.S. Department of Education at the following:

Family Policy Compliance Office.
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20220-4605

A copy of the District's student record policy and implementing regulations are available in each school building or superintendent's office. For more information concerning this notice of the District's policy, please contact Heather Pricco, Director of Special Education, Kinawa School.

ATTENDANCE

The parent/guardian must call the school and give the following information when a student is absent: student's name, grade and reason for absence.

- If the school does not receive a call by 8:45 a.m., an automated attendance call will be made.
- If the parent/guardian does not have access to a phone to call the school, the student must bring a note from home explaining the absence when he/she returns to school.
- When a student arrives at school after 8:00 a.m. he/she should go to the Guidance Office to sign in. A parent/guardian must sign him/her in, send a note, or call the school explaining the reason for the late arrival.
- To promote a positive learning environment, we encourage all families to have their students in school and on-time in the morning.
- If the student knows in advance that he/she is going to be absent, he/she should take a note to the Guidance Office from his/her parent/guardian giving the dates of the absence. The student will be given a prearranged absence form which the teachers must sign indicating arrangements have been made to make-up assignments.
- Please have your student access his/her teacher's google classroom for assignments missed while absent.
- In order for a student to leave the building, school personnel must know that the student has his/her parent's permission. This can be accomplished in one of three ways:
 - A parent/guardian can sign the student out in the Guidance Office.
 - The student can sign out in the Guidance Office with written permission from the parent/guardian.
 - The student can sign out in the Guidance Office after a telephone call from the parent/guardian to one of the office staff.

- Skipping school results in a consequence such as ISS or after school detentions.
- Students who frequently receive unexcused absences, tardies, or are caught skipping school will be considered truant and referred to the Ingham County Attendance officer. After 8 unexcused absences a letter will be sent to parents to see if the problem can be solved. If the absences continue then the truancy courts will be notified.
- Students will not be allowed to participate in extracurricular activities if unexcused from any portion of the school day. A student is considered unexcused if a student is absent and the parent/guardian has not notified the guidance office.

SKIPPING (unexcused absence from class)

Any student who is in school but does not arrive to a scheduled class, arrives after 10 minutes of class has passed, or leaves class before the end of class without permission, will be considered skipping class. Students will have disciplinary action for skipping as follows:

- 1st class skip - one eighth hour
- 2nd class skip - two eighth hours
- 3rd class skip - all day in-school suspension.

TARDINESS

Morning Tardies: Parents may request to excuse a 1st hour tardy only in the case of an emergency. A request to excuse a 1st hour tardy must be made within 24 hours of the student having received the tardy. Oversleeping is not a reason to excuse a tardy in the morning. We expect that parents take into consideration the weather and traffic so that a timely arrival at school can be accomplished. The administration reserves the right to decide whether to excuse 1st hour tardies.

You will be marked tardy by the teacher if you are late to class unless of the following occur:

- You have a note from another staff member, excusing your tardiness.
- You have a justifiable reason which is accepted by the teacher for whose class you are late. The teacher is the judge of this.

What constitutes a tardy may vary from teacher to teacher, but will be defined for students and parents by teachers during class orientation and/or in materials and handouts.

A record of tardiness will be maintained by the administration and shared with teaching staff.

Consequences for tardies are:

Second Tardy – Parents and student are notified

Third Tardy – Parents and student are notified

Fourth Tardy – Parents notified, student warned that a fifth tardy will result in a detention, either before or after school*. At this time the student will be told that if s/he can attend

school for five consecutive school days without receiving a tardy, the student will be considered as having zero tardies (for the purpose of enforcing this policy).

Fifth Tardy – Parents are notified. A forty-minute detention will be served, either before or after school. (The same offer of attending five consecutive school days without receiving a tardy, resulting in zero tardies for the purpose of enforcing this policy, will be made.)

Sixth Tardy and Beyond – Parents are notified. *Two* forty-minute detentions will be served either before or after school. Additional consequences will be implemented, and may include any or all of the following: 1) Student is placed on hall restriction (no hall passes); 2) Student is assigned lunch detention; 3) A behavior improvement plan for the student is developed. (The same offer of attending five consecutive school days without receiving a tardy, resulting in zero tardies for the purpose of enforcing this policy, will be made.)

The administration will use its discretion if it becomes evident that a student is abusing this policy.

VACATION POLICY

The Guidance Office should be notified of any vacation. When school is in session, any student who leaves on a vacation for a duration of one week or less in length should make plans for assignments with their academic teachers.

Teachers may, at their discretion, assign the missing work beforehand, or may choose to wait until the student returns to provide missed assignments.

Students leaving school for more than one week will not be provided with assignments. Parents may request textbooks, however the responsibility for learning lies with the parents.

VIDEO/FILM POLICY

Parental permission will be requested before a student is allowed to view a film with a PG13 rating.

BEHAVIOR POLICIES AND EXPECTATIONS

SEARCH AND SEIZURE

- The administration retains the right to search areas assigned to students (such as lockers, desks, computer accounts, e-mail messages, text messages, etc.). Students do not have any reasonable expectations that such areas are private.
- Student personal property may be seized by school authorities if the items are illegal, stolen, prohibited or are determined to be a threat to the health, safety, or security of others.

Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.

- School authorities may also search a student's person or personal property, to enforce school rules, if such authorities have a reasonable suspicion that items that are illegal, stolen, dangerous, prohibited or threaten safety or the educational process.

BEHAVIOR OF STUDENTS

Students at Chippewa Middle School are expected to behave within the following guidelines:

- Respect the rights of other people in the school, both students and adults.
- Be honest with yourself and others.
- Respect property of others and the school.
- Behave in a way that protects the health and safety of yourself and others.
- Obey the laws of applicable governmental units and the rules of Chippewa Middle School.

BEHAVIOR - IN THE BUILDING

Behavior in the building must provide for the safety of yourself and others and not interrupt the classes in session. You are expected to:

- Walk to your desired location.
- Maintain a reasonable tone and volume level of voice.
- Avoid disturbing classes in session.
- Keep the restrooms clean and safe.
- Refrain from throwing and kicking objects in the building.
- Keep all areas clean and free of litter.
- Refrain from marking on walls, lockers, furniture and other people.
- Refrain from having food or drink in the halls at any time.
- Obey any reasonable request from any staff member.
- Use appropriate language, which excludes racist, sexist, or obscene words.
- Use hall passes at all times.

BEHAVIOR - IN THE CLASSROOM

To provide the best learning environment, teachers will expect the following behaviors in his/her classroom:

- Come to class prepared.
- Be on time.
- Be an active and willing learner.
- Remain in class until dismissed by the teacher.
- Be respectful.

In each class the teacher is the educational leader and is there to help you learn by participation in a variety of activities. Each teacher and class is somewhat different, but each of your teachers will let you know what they expect you to do and how they expect you to behave. Students must obey any reasonable request of any teacher.

When you have a substitute teacher, aide, or volunteer, you should behave as they request, in addition to your regular teacher's expectations.

To leave the classroom, ask permission from your teacher stating the reason you need to leave the room and the place you are going. The teacher will give you a pass if he/she considers your reason for leaving to be necessary. Go directly there and return directly to class without other stops that were not agreed to by your teacher. Failure to follow the teacher's specific directions may result in loss of this privilege.

ACADEMIC INTEGRITY

Academic Integrity requires high standards of personal achievement, ethical conduct and academic honesty. It creates an academic environment in which a student's search for knowledge is a true and honest reflection of that effort.

- Level I Violations (The following will be addressed by the classroom teacher.)
 - Submitting another's assignment as one's own.
 - Knowingly allowing another student to use an assignment or test to submit as his or her own.
 - Looking at another's test or essay and submitting the work as one's own.
 - Knowingly assisting another student to misrepresent the content or authorship of his/her school work.
 - Using any type of notes or technology without teacher approval.
 - Plagiarism, including but not limited to:
 - Quoting or paraphrasing directly all or part of someone else's written or spoken words without documentation within the body of the work.
 - Presenting an idea, theory, or formula originated by another person as one's own.
 - Using information, which is not common knowledge, including statistics and demographics, without documenting the source.
 - Copying or pasting from the Internet or another document material that is not one's own without documentation from the source.
- Level II Violations (The following will be referred to administration and may result in suspension.)
 - Unauthorized possession, use and/or theft of test materials, answer sheets, teacher materials, computer files, grading programs, and/or altering teacher records.

BEHAVIOR - SCHOOL BUS

School bus transportation is an extension of the school. The same behavior standards in school are expected on the bus. Good behavior on a school bus is even more important because of the safety factor. Pupils are expected to conform to the following bus regulations as developed for the safety

of the pupil riders. How well bus riding rules are adhered to and the manner in which they are adhered to may constitute student discipline. Please adhere to the following guidelines:

- Be on time at the designated bus stop. Buses cannot wait for tardy pupils.
- Expect to walk some distance to a bus stop as required by State Regulations.
- Stay off the roadway while waiting for the bus. Form a line to get on the bus.
- Cross in front of the bus when crossing road or highway, not in back of the bus.
- Wait until the bus has come to a complete stop before attempting to get off or on the bus.
- Leave the bus only at the consent of the driver.
- Occupy any seat assigned by the driver. Keep feet out of the aisles, off seats and off backs of seats and refrain, at all times, from moving around while the bus is in motion.
- Sit upright and keep head, arms and hands inside of the bus.
- Observe classroom conduct. Avoid unnecessary disturbing noises. Drivers should not be distracted while bus is in motion. Do not shout at passing persons or vehicles.
- Be courteous. Use no profanity or vulgar language.
- Help keep the bus clean. No eating or drinking on the bus.
- Fighting, pushing, shoving or other rowdiness will not be tolerated.
- Report to the driver at once any damage to the bus that is observed.
- There shall be no smoking or drinking on the bus.
- Skateboards, animals and dangerous objects such are prohibited.
- Students are to use the same bus stop location on a consistent basis.

SCHOOL BUS PASS DISTRICT POLICY

Please follow these procedures when arranging for a child to ride a bus other than their own. District policy requires that a child be taken to his/her original destination if these procedures are not observed:

- A note must be written by the parent/guardian (indicating the name of the student their son/daughter is riding with and the bus #) and sent with the student to school. The guidance office will also accept a phone request for alternate transportation arrangements, if done in advance.
- The guidance office will write an official bus pass and return it to the student. Student will be responsible for giving the bus pass to the bus driver.
- The office will not be able to make phone calls regarding bus changes or write notes for students if prior arrangements have not been made by the parent/guardian.
- Occasionally buses are full and do not allow extra riders. Please verify availability with the guidance office.

BEHAVIOR - DURING LUNCH

Students are not allowed to leave the school grounds during lunch period unless your parent /guardian signs you out through the guidance office.

Behavior in the cafeteria must provide for keeping the area clean, safe and healthy. Students are expected to abide by the following guidelines, otherwise loss of cafeteria privileges or clean up duty may be assigned.

- Eat only while seated at a table.

- Do not overcrowd tables; sit in appropriate seating.
- Dispose of garbage and recycling in the appropriate containers.
- Keep all food and drink in the cafeteria.

BEHAVIOR - OUTSIDE THE BUILDING

The area around the building is designed for you to enjoy and you may use the grounds on the West side of the building during the lunch hour, within the following guidelines:

- Bicycles must be kept locked in the rack during school hours. Students are not allowed to be near the bike racks during school hours.
- Snowballs are not allowed to be thrown on school property.

BEHAVIOR - AT ASSEMBLIES AND PERFORMANCES

Behavior expectations for students at performances and assemblies are:

- Be quiet during the performance.
 - Whistling, booing, and yelling are not acceptable behavior.
- Remain in your seat. During school day performances, you will sit with a teacher in an assigned area.
- During an evening performance, remain in your seat until the conclusion of the performance.

BEHAVIOR - AT SCHOOL AND RELATED FUNCTIONS

Your behavior during school evening activities, field trips, interscholastic events, camp, and other related trips or activities should reflect well upon you and your school. All school rules that apply during the day also apply at school-sponsored activities. In each of the following instances, violation of the rules may result in a warning, a parent-administrator conference, an eighth hour detention, suspension or expulsion. Specific action taken may vary on a case by case basis dependent on the nature of the offense, previous offenses and the gravity of the situation.

RESTORATIVE PRACTICES

An administrator, counselor or teacher may facilitate conversations that focus on building common understanding of a conflict/situation through face to face dialogue in order to restore relationships and a sense of community.

Procedures:

- A meeting is established for the students and the adult facilitator. (Depending on the severity of the incident, parents/guardians may or may not be notified.)
- Three (3) key questions that guide the process are:
 - What happened?
 - Who was affected and how?
 - How do we make things right?
- The level of success and personal accountability achieved through steps 1 and 2, as well as the seriousness of the misconduct, will determine if further disciplinary action is warranted.

ARSON

The willful and malicious burning or an attempt to burn any building structure, or property. (Also, the possession of or use of fireworks or any type of explosive; law enforcement agencies and the local fire department will be contacted.) (See also: False Alarm) Matches and lighters are not permitted in school. (Michigan Law requires the Board of Education to expel a student who sets fire in a school building or on school grounds.)

BLACKMAIL, COERCION OR EXTORTION

Forcing someone to do something against her or his will, such as the act of borrowing or attempting to borrow any money or things from a student unless both parties enter into the agreement freely and without pressure of either an implied or expressed threat.

BOOK BAGS/BACKPACKS

Any bags such as, but not limited to, totes, backpacks, book bags, gym bags, duffel bags, etc. may be used to bring appropriate materials to and from school but are not permitted in the classroom or in the halls between classes.

ANTI-BULLYING POLICY

Bullying (see Board Policy #5143)

Intimidation and/or threats to students or property, including but not limited to verbal abuse, physical abuse (written or artistic depictions of) or hurtful actions towards others. Abusive, obscene and threatening language as well as harassment and humiliation of others are prohibited.

Cyber-bullying (see Board Policy #5143)

Intimidation and/or threats to students or property, including but not limited to verbal abuse, physical abuse (written or artistic depictions of) or hurtful actions towards others. Abusive, obscene and threatening language as well as harassment and humiliation of others are prohibited.

Cyber-bullying is defined as the use of information and communications technologies such as, but not limited to e-mail, cell phone, instant messaging, defamatory personal web sites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

BURGLARY/THEFT

Stealing of school or personal property. This includes keeping a found item that does not belong to you.

COMMUNICATION DEVICES

Personal Electronic Devices (PEDs) are defined as any student owned laptop, smart phone, cell phone, tablet, personal digital assistant or any other device with inbound/outbound communication capabilities. Electronic equipment used for entertainment are limited to before and after school use only. These devices must be kept in the locker and turned off during the hours of 7:55 - 2:45.

Texting, videotaping, recording or taking pictures with cell phones or other electronic devices is prohibited.

Laser pointers are not permitted on school property.

Students who violate this policy will have his/her device confiscated and stored in the main office.

1st Offense – Administration will communicate with parent/guardian; student will be assigned a lunch detention and can pick up the device at the end of the school day from the office.

2nd - 4th Offense – Administration will communicate with parent/guardian; student will be assigned an after school detention; student's parent/guardian will need to pick up the phone at the end of the school day from the office.

5th Offense – Student's right to possess the cell phone or PED at school will be revoked. The device will be checked in and out of the office for the remainder of the school year.

CRIMINAL SEXUAL CONDUCT

Criminal Sexual Conduct is conduct which constitutes criminal sexual conduct as defined by Michigan Law (MCL 750.520b,c,d,e,g) including, but not limited to unwelcome sexual touching or sexual penetration by force or coercion. Conviction is not necessary for the district to expel. Local police will be informed.

DAMAGE TO OR LOSS OF SCHOOL PROPERTY

Students and their parents/guardians are responsible for the loss, damage or destruction of school property, including books, musical instruments and materials loaned for student use. If property damage was of a malicious nature, other disciplinary action may be in order.

DRUGS, ALCOHOL, TOBACCO

The use, possession, sale, or transfer of illegal drugs, look-alikes, drug related paraphernalia, inhalants, alcoholic beverages, tobacco, or tobacco-related products is prohibited within the school building, on the school premises, or during school sponsored functions. Matches and lighters are not permitted in school. The sale or transfer of over the counter drugs and prescription medication is prohibited. In cooperation with the Meridian Township Police Department, periodic, unannounced visits by the drug dog may be scheduled.

DISTRIBUTION OR SALE OF PRINTED OR WRITTEN MATTER

No printed or written matter are to be distributed or sold in a school or on school grounds without prior approval of the school administrator, and no material can be distributed which, either by its content or the manner of distribution, will interfere with the proper and orderly operation and

discipline of the school, will cause violence or disorder, or will constitute an invasion of the rights of others. (See board of Education Policy 6145.3)

FALSE ALARM

A student shall not knowingly make a false alarm, including but not limited to a false fire alarm, false 911 communication, bomb threat or tampering with Automatic External Defibrillator (AED). Such action is strictly prohibited and shall subject the student to appropriate disciplinary action and referral to local law enforcement officials; law enforcement agencies and the local fire department will be contacted. [Michigan law requires the Board of Education to suspend or expel a student who makes a bomb threat; law enforcement agencies and the local fire department will be contacted.]

FORGERY

The act of fraudulently using in writing, the name of another person, or falsifying times, dates, grades, addresses or other data on school forms.

GAMBLING

Participating in an activity for material or financial gain.

GROSS INSENSITIVITY

The act of intentionally directing slurs or demeaning remarks toward others which reflect on their race, religion, ethnic background, sex, sexual orientation, socio-economic status, appearance or abilities.

HAZING

The intentional knowing or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the emotional or physical health or safety of the individual and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization (fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, athletic team, or similar group whose members are primarily students at an educational institution).

Hazing includes any of the following that is done for such a purpose:

- Physical brutality, such as whipping, beating, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity.
- Physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.

- Activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.
- Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

INDECENCY/USE OF ABUSIVE/OFFENSIVE LANGUAGE

Any gesture or written, verbal, graphic act that includes the use of abusive/offensive language are considered indecent and offensive. This includes, but is not limited to, swearing, racial and ethnic slurs, and abusive/offensive comments about one's religion, race, color, national origin, age, gender, sexual orientation, gender identity and expression, disability, height, weight, or socioeconomic status.

INSUBORDINATION

The failure to respond to or carry out a reasonable request by a staff member.

OBSCENITY

The act of using obscene language by students in verbal or written form or in pictures or caricatures in or on school property.

PERSONAL THREATS

There must be appropriate language used in school. Students found to be making personal threats that would, if acted upon, inflict serious harm and/or death upon students and staff will be immediately removed from class pending administrative investigation and parental contact. Law enforcement agencies may be contacted with the first and succeeding offenses. Progressive discipline will be established as necessary.

POSSESSION OR USE OF A DANGEROUS WEAPON

In order to provide a safe learning environment for all children, our schools must be weapon free.

Michigan law requires the Board of Education to expel a student for actual or constructive possession of a dangerous weapon on school property or in a school vehicle. Constructive possession means: possession in a student's locker, vehicle, or other property not directly on the students. Michigan law defines a dangerous weapon as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, a knife opened by mechanical device (regardless of blade length), iron bar, or brass knuckles.

As a matter of School District policy, the Board of Education will also exercise its discretion to expel a student for possession of an object on school property or in a school vehicle which may be used to cause or threaten harm to others. Examples of such objects include, but are not limited to:

BB gun, pellet gun, look-alike gun, knife with a blade three inches or less in length, razor blade, box cutter, chains, nunchucks, mace, and pepper spray.

School Officials will immediately contact the student's parent/legal guardian and local law enforcement officials in the event a student is found in possession of a dangerous weapon or an object which may be used to cause harm to others.

POSTING OF MATERIAL ON SCHOOL PROPERTY

To ensure neatness and proper care of school property, no posters or bulletins may be placed in the hallways unless they are approved by an administrator. Any outside organization that is not a sanctioned school club or activity must submit posters or bulletins to an administrator for approval. These organizations are limited to one poster and it must be placed in an approved area. The daily announcements are reserved for school clubs and activities.

STRIKING OR THREATENING SCHOOL PERSONNEL OR STUDENTS

The act of hitting or threatening to hit another person may constitute physical, verbal or written assault. [Michigan law requires the Board of Education to expel a student who commits physical assault.]

VANDALISM

The act of willful destruction of property belonging to another or to the school.

OTHER CRIMINAL ACTS - As defined under the laws of the State of Michigan and actions contrary to acceptable school behavior and conduct which interferes with the educational process, or safety to the individual or others.

DISCIPLINARY ACTIONS

The following are the disciplinary actions which may be used by teachers and administrators to resolve problems of student misbehavior while at school or on the way to or from school.

- Discussion with the student.
- Discussion or note/email with the student's parents/guardians.
- Assignment of detention period (8th hour). The 45 minute detention period may be quiet study or a cleanup job. It is the responsibility of the student to notify his/her parents/guardians if he/she must stay after school and to arrange for transportation.
- Conference with student, parent/guardians, teacher, and administrator.
- Suspension - The principal or assistant principal may, by law, suspend a student's right to attend school for a period not to exceed ten (10) days for an infraction of school rules. There are three types of suspensions: in-school suspensions, out-of-school suspensions and snap suspensions.

Snap Suspensions: A teacher is authorized to immediately remove and suspend a student from class, subject or activity for up to one school day

when the student's behavior interferes with the teacher's ability to effectively teach or manage the class, subject or activity.

A student receiving a teacher-imposed suspension shall not return to the class, subject or activity from which the student was suspended until the passage of one full school day from the time of the student infraction, unless permitted by concurrence of both the teacher and the principal or designee.

At the discretion of the principal or designee, the student receiving a teacher-imposed suspension from a class, subject or activity may be permitted to attend other classes, subjects or activities if the student conduct does not qualify for multiple-day suspension or expulsion in accordance with board of education policy and the Student Code of Conduct.

In-School Suspension: The student's right to attend classes is suspended and the student spends the time in the office or designated area at school.

Out-Of-School Suspension: The student must leave school grounds and may not return until the suspension has been completed.

LONG TERM SUSPENSION - Long term suspension (11-90 school days) shall occur only in accordance with the procedures set forth below.

- Written notice shall be given to the student and parent or guardian of the charges of misconduct and of a long term suspension hearing before the Superintendent or Deputy Superintendent.
- The principal or designee may suspend a student pending the long term suspension hearing, in which case the hearing shall be held at the earliest possible time.
- For 11-20 day suspensions the deputy superintendent will conduct a hearing scheduled with the parent/guardian and school administration.
- For 21-90 day suspensions, the superintendent or deputy Superintendent shall conduct a hearing scheduled with the parent/guardian and school administration.
- The student and parent or guardian may, at their own expense, be represented by legal counsel and shall have the right to call witnesses.
- At the disciplinary hearing, an opportunity for all sides to be heard in detail shall be provided according to the following outline:
 - Opening statement by the superintendent or deputy superintendent
 - Opening statement by the school
 - Opening statement by the student or representative (usually the parent or guardian)
 - Presentation of school's position

- Opportunity for student to ask questions, clarify issues brought forth by school and/or board members
 - Presentation of student's position
 - Opportunity for school and/or superintendent or deputy superintendent to ask questions, clarify issues brought forth by student
 - Final statement by school
 - Final statement by student
 - Final questions by superintendent or deputy superintendent
 - The superintendent or deputy superintendent will deliberate upon the evidence and determine the outcome. The superintendent or deputy superintendent shall make his/her determination solely upon the evidence presented during the hearing.
- The superintendent or deputy superintendent shall make a written report to concerned parties within five (5) school days containing the findings and the decision concerning long term suspension. The report shall also include the student's appeal rights.
- For suspensions greater than twenty (20) days, administration will develop an academic plan to promote the continued education of the student. It is the student's responsibility to participate and engage in the programming set forth in the plan to ensure academic progress.
- The parent/guardian may, within three (3) school days of receipt of the decision, file a notice to appeal with the superintendent for the appropriate level of review. During a suspension appeal, the suspension or that portion of the suspension remaining shall be held in abeyance until the appeal is completed. If the student and/or parent/guardian cannot meet within the timelines, then the suspension shall be re-instituted unless this provision is waived by the person or committee hearing the appeal. In unusual cases, where in the opinion of the principal or designee, the student or school personnel's safety, or school property would be endangered by returning the suspended student during the appeal, the principal may prohibit the student's return. In such case, a meeting with the student and/or parents or guardian shall be held at the earliest possible time.
- Long term suspensions of 11-20 school days may be appealed following the procedures below:
- Level of Review: The Superintendent. A conference shall be scheduled with parent/guardian within three (3) school days of the request for appeal. Decisions will be rendered within two (2) school days of the conference. For suspensions and/or expulsions between 11 and 20 days, the decision of the superintendent is final.
- Long term suspensions of 21-90 school days may be appealed following the procedure below:
- Level of Review: The Board of Education. A hearing will be scheduled with the parent/guardian within ten (10) school days following the request for appeal. A

decision will be rendered within three (3) school days of the conference. The board or subcommittee of the board may uphold the suspension, establish an alternate suspension of lesser severity, or reverse the suspension in its entirety. The decision of the board or subcommittee of the board shall be considered final.

EXPULSION - A student may be expelled, removed from enrollment for the school year, only by action of the Board of Education following recommendation from the principal.

DUE PROCESS PROCEDURES

The Okemos Public Schools provide a procedure for handling student suspensions. A principal or designee may suspend a student from school for a period not to exceed ten (10) days. If a student is to be suspended, contact is made with the parent or guardian by telephone, if possible, indicating the reason for suspension. Within a period of time as is reasonably necessary following such suspension, the principal or designee shall send a letter to the student's parents/guardians informing them of the student's misconduct. Parents have the right to ask for an appeal of the suspension.

The appeal of a suspension shall follow these procedures:

First Level: A conference will be scheduled by the principal or his designee with parents within two (2) school days of the request for appeal. Decisions will be rendered within two (2) school days of the conference. There is no further appeal for a suspension less than 3 days. If the parent is not satisfied with the disposition at the end of the first level of review, and the suspension is from 3-10 days the parent may within three (3) school days of receipt of the decision, file a notice of appeal at the next level of review.

Second Level: A conference will be scheduled by the superintendent or designee with parents as soon as possible following the request for appeal of a suspension of three days or longer. A decision will be rendered within three (3) school days of the conference. The decision of the Superintendent is final.

SEXUAL HARASSMENT

Sexual harassment is unlawful under both Michigan and federal law and is contrary to the commitment of this district to provide an effective learning environment. The district policy prohibits sexual harassment of students, employees, board members, volunteers, contractors or applicants for employment by students, employees, board members, volunteers or contractors. Copies of the policy are available from the Director of Human Resources, Catherine Ash, 4406 N. Okemos Road, Okemos, MI 48864, phone: 517-706-5001. (See Board of Education Policy 5142.1.5 to 5116.2)

SUBSTANCE ABUSE - ASSISTANCE AND REFERRAL

In the event the principal or designees, upon conclusion of an investigation, concludes that chemical dependency or abuse exists on the part of the student, efforts will be made to assist the student and/or parents or guardians in developing alternative courses of action to address this matter.

At a meeting with the student and parent or guardian the nature of the problem will be discussed and suggestions offered on how to eliminate chemical dependency or abuse. The school shall provide a listing of community and private agencies that can offer assistance in this matter. The school officials shall enforce the appropriate school rules and regulations which lead to suspension and/or expulsion.

Any service or materials rendered or provided by professionals or persons other than school employees will be the responsibility of the student's parents. The school will assume no responsibility for payment or for making arrangements for such payment.

If the student and family fail to seek treatment and/or the chemical dependency symptoms persist, the student's position in school will be in jeopardy and one or more of the following actions shall be taken:

- Additional appropriate actions which lead toward suspension and/or expulsion.
- Notification of law enforcement officials.
- Notification of county health officials.

SUBSTANCE ABUSE - USE OF DRUG DOG

We believe our students want to go to schools which are safe and drug free. In this light, we have involved ourselves with a trained Meridian Township canine (drug dog) to periodically sweep our middle school buildings.

These actions are intended to give our middle school students a clear message that drugs in school will not be tolerated. Should the dog find any illegal substance, the school would take the appropriate action (police notification and implementation of school discipline policy) based on all circumstances. This plan provides another means of attempting to protect all of our students while preserving a safe school that is free of drugs.

GENERAL INFORMATION

BUILDING HOURS

Chippewa Middle School is open between 7:35 a.m. and 3:45 p.m. Students must not be in the building before or after these hours unless accompanied by a teacher, coach or parent/ guardian. Students must be in areas supervised by school personnel or a parent/guardian after 3:00 p.m.

EARLY RELEASE SCHEDULE

The required professional development time for our teachers are structured into two-hour blocks. This time allows our teachers to meet in “professional learning communities” to focus on improving teaching quality contributing to student learning. Please refer to the Okemos Public Schools Calendar for the dates.

CLOSING OF SCHOOL

Alert Now will call all listed phone numbers for the students if there is an emergency or snow day. The school district web page will be updated to reflect school closures and other emergency information. The local radio stations WJIM, WVIC, WITL, WKAR, WILS, WFMK, WHMI, WIBM, Q106, or TV channels WILX-TV, or WLNS-TV will indicate school closing information. If school must be closed during the day due to an emergency, all students will be released when the buses arrive. This will insure accountability and safety.

STUDENT DRESS CODE

Chippewa Middle School is proud of all students who accept responsibility for maintaining dress and grooming habits that are proper in an academic setting and provide a healthy and safe teaching and learning environment. Together, students, parents/guardians and CMS Staff resolve to support basic expectations of dress and grooming that promote a business-like, yet comfortable, atmosphere at Chippewa Middle School.

The following dress applies:

- Appropriate student school attire covers torso (including no visible cleavage, stomach and lower back) and buttocks when standing or sitting.
- All undergarments must be covered.
- Skirts/shorts/dresses must be appropriate for the school setting. A measureable guideline for appropriate short/shirt/dress length is the tip of the thumb when arms are extended down; however, staff may still determine the clothing inappropriate for school.
- Appropriate school attire may not include any clothing items displaying wording, insignia, style or ornament that is distracting, discriminating, degrading or defamatory to any individual, or to any racial, religious or minority group or identifies a secret society, gang or fraternity/sorority.
- Clothing items that reference drugs/alcohol, double entendres /obscenities or that are distracting or disruptive to the teaching and/or learning environment, or are otherwise in conflict with stated school policy, are not acceptable school attire.
- Students must wear soled footwear at all times for health and safety reasons.
- Hats, hoods and sunglasses are not to be worn during the school day.
- Coats, jackets, hats and bookbags are to be kept in student lockers during the school day.

If Chippewa Staff witness a student wearing clothing that may not meet the school dress code, the staff person will contact the building administrators. A confidential conference with (if all possible) an adult of the same gender as the student will be held to address the dress code concern and offer suggestions to the student as to how meet the dress code requirements.

DRESS FOR PHYSICAL EDUCATION CLASSES

For reasons of personal hygiene and to enhance active participation while minimizing the possibility of injury, all students must have a change of clothing and shoes for physical education activities. This must be clothing and shoes other than what is worn for other classes during the school day.

The following clothing shall be considered as appropriate apparel:

Girls: Gym shoes, sweat socks, shorts and shirt.

Boys: Gym shoes, sweat socks, shorts, supporter or jockey shorts and tee-shirts.

"Short" shorts, and tight fitting clothing are not considered appropriate. Students will also be expected to have appropriate clothing for participation in outdoor activities on cold days. Clothing for these occasions can be sweatshirts, sweatpants, or other suitable "play clothes." Parents/guardians and students might want to consider purchasing a "standard gym uniform."

PHYSICAL EDUCATION PARTICIPATION

All students must participate in physical education classes unless they have documented medical/health reasons or special education needs as identified through an IEP.

EMERGENCY PROCEDURES (Fire Tornado, Shelter In Place, and Lockdown)

Information sheets are posted in each classroom stating directions to follow in case of an emergency. The fire alarm is a special horn as is the tornado alarm. Shelter in Place and Lockdown are made by a P.A. announcement.

Cooperation and alertness are necessary during all drills. Teachers will give further instructions about leaving the building in case of emergencies.

In case of an emergency. . . .REMEMBER!!!

- BE QUIET! No talking except when necessary to make the drill safe.
- WALK! Running or rushing is unsafe.
- REMAIN ALERT! In any drill or emergency, it pays to be calm so the most intelligent course of action can be followed if it becomes impossible to follow the instructions as originally given.

In a shelter in place emergency, students will move to designated areas organized by grade level. Teachers will escort their students to the designated area, take attendance, and then remain with the students. All students will go to the auditorium. Seventh grade students will report to the auditorium and sit in the upper sections. Eighth grade students will also report to the auditorium and sit in the lower sections. All students and teachers will remain in their shelter in place locations until dismissed by the office.

The Okemos Schools have established procedures to follow in the case of an internal or external threat that results in a lockdown situation. These procedures will be practiced and reviewed annually.

LIBRARY MEDIA CENTER (L.M.C.)

The library is available throughout the day to classes and for individual students with a pass. We are open before and after school and at lunchtime with a pass. Library hours are 7:35 to 3:35, Monday thru Thursday and until 3:00 on Fridays. Students may have up to 5 items checked out at a given time for a period of 2 weeks. We have books, ebooks, audiobooks, and magazines available for students' usage. Materials can be renewed if no one is on a waiting list for the item.

Library computers are available to use during school time for classes and assignments. In addition they are available before and after schools for appropriate Internet usage. Students are asked to respect that the library is used for studying and reading. Students will be asked to return to their classroom if they do not use the area responsibly. Gum and food are not allowed in the library. For more information about the library please check us out on the Okemos Schools website.

FINES

Students may be assessed fines for the following reasons:

- Lost/damaged textbooks
- Lost/damaged library books
- Lost/damaged musical instruments
- Lost/damaged combination locks
- Damage to school equipment/facilities
- Student Learning Devices (SLD) and device accessories

ILLNESS / INJURIES / MEDICATION

Inform your teacher if you are ill and get permission to go to the Guidance Office. You must receive permission from the assistant principal, principal or secretary before entering the clinic. One of these persons will help you and contact a parent/guardian if you need to go home. We cannot give any medication, including aspirin, unless we have a completed authorization form on file in the guidance office. **NO over the counter or prescription medication of any kind including vitamins and supplements is allowed on school premises without a signed authorization form on file in the office. Forms can be found on the website for each school.**

LOCKERS

Separate lockers are provided for coats and books, musical instruments and physical education clothing. Each student must keep all hall, physical education, and music lockers locked at all times. Each student is responsible for keeping all lockers in good order, and is responsible for any excessive damage or wear. Removal of locks from lockers is strictly prohibited. Students are Responsible for keeping locker combinations confidential. Combinations will not generally be changed for students who willingly give out their combinations. **DO NOT GIVE YOUR COMBINATION TO OTHER STUDENTS!** This is very important and is the only way a locker system can be effective. The school retains joint custody and control over student lockers.

LOST AND FOUND

Report a loss immediately to the Main Office. Later you may check the lost and found in the cafeteria or the P.E. office to see if it has been found. Items left in the lost and found will be donated to charity.

PICTURES

School pictures will be taken in September. Students are required to have pictures taken for school records. You may purchase various sizes of pictures if you wish but purchase is not required. More information will be given to you the week before pictures are taken.

SCHOOL VISITS

Okemos Public Schools welcome visits to our middle schools by parents and other citizens. Classroom visits need to be limited in number and frequency and prearranged with the principal and staff. All school visitors must report to the office upon arrival in the building. See District policy regarding school visits. (Refer to Board of Education Policy R1250.)

THEFT

Report a theft immediately to your teacher and to the principal.

VENDING MACHINES

Vending products are located inside the cafeteria and outside of the gym. These are for afterschool and evening use.

WORK PERMITS

The State of Michigan provides for the control of employment of minors. All minors under 18 years of age must have a working permit before they can be employed. No work permit shall be issued to any minor under the age of fourteen, with the exception of a student working as a caddie, then the age eleven. Work permits must be obtained in the middle school office. The school has the authority to determine whether or not the student shall be issued a work permit. The "best interests" of the minor is the determining factor.

OKEMOS SCHOOL BOARD POLICIES

NON-DISCRIMINATION POLICY

The Okemos Public Schools and the State Board of Education comply with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the United States Department of Education. It is the policy of these governmental agencies that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated in any programs or activity for which it is responsible or for which it receives financial assistance from the United States Department of Education.

If any person believes that the Okemos Public Schools or any parent of the school organization has inadequately applied the principles and/or regulations of Title 1X (prohibits discrimination based on sex), or Section 504 (prohibits discrimination based on handicap), he/she may bring forward a complaint to the Local Title 1X and/or Section 504 Coordinator at the following address:

Title IX Coordinator

Ms. Cheri Meier
Okemos Public Schools
4406 N. Okemos Road
Okemos, MI 48864

Section 504 Coordinator

Mrs. Heather Pricco
Kinawa Middle School
1900 Kinawa Drive
Okemos, MI 48864

Additionally, sexual or racial harassment is forbidden regardless of the source of harassment, e.g. student to student, teacher to student, school employee to student, etc. In the event that a student believes that he/she has been sexually or racially harassed, he/she should file a complaint with a school administrator, as per the Okemos Public Schools Harassment Policy. Copies of the policy are available in the district's administration office.

District Network Resources and Internet Safety

The Okemos Public Schools (OPS) believes that students need to be proficient and safe users of information, media, and technology to succeed in a digital world. Therefore, the district will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. The district's technology will enable educators and students to communicate, learn, share, collaborate and create; to think and solve problems; to manage their work; and to take ownership of their lives.

To help ensure student safety and citizenship in online activities, all students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

The superintendent or designee will create electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

Use of the Internet

To promote the safe and appropriate online behavior of students and staff as they access material from the Internet, the district will use the following four-part approach. However, given the ever-changing nature of the Internet, the district cannot guarantee that a student will never be able to access objectionable material.

1. Acceptable Use Policy (AUP)

All technology resources are the property of the district and the district retains the right to access and review all computer files, electronic mail and Internet access. It is expected that all users of technology resources will maintain a high standard of ethical behavior. Inappropriate use may result in suspension of privileges, cancellation of privileges, disciplinary action and/or legal action. The notification for students of the Acceptable Use Policy (AUP) of the District Network Resources will be provided annually in the parent/student handbooks. Employees must sign the appropriate AUP Agreement before their network account can be accessed. Signature(s) on the contract is (are) legally binding and indicates the party (parties) who signed has (have) read the Terms and Conditions of the Acceptable Use Policy carefully and understand(s) their significance.

2. Filter

All district owned computers in all district facilities capable of accessing the Internet must use filtering software to prevent access to content that is inappropriate for an educational environment including, but not limited to obscene, racist, hateful and/or violent material.

3. Supervision

When students use the Internet in school facilities, district staff will make a reasonable effort to supervise student access and use of the Internet. If material is accessed that violates the Acceptable Use Policy Agreement, then district staff may instruct the person to cease using that material and/or implement sanctions contained in the Acceptable Use Policy.

District Network Resources and Internet Safety

6300

4. Instruction

All students will be educated about appropriate online behavior and inappropriate use of technology, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

District Network Resources and Internet Safety - Regulations

R6300

All users of the District Network Resources must comply with the following regulations, which have been specifically established to protect our educational community and the district's networks.

1. Computer Network:

- A. A network account is provided for **educational purposes only**.
- B. Acceptable Network use by district students and staff include:
 - 1. Creation of files, digital projects, videos, web pages and podcasts using network resources in support of education and research.
 - 2. Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, email and web pages that support education and

research.

- C. A network account is to be used only by the authorized user. The sharing of logins, passwords or accessing in another user's accounts and/or data is prohibited.
- D. Users are expected to abide by the generally accepted rules of Network Etiquette (Netiquette) including:
 - 1. Be polite. Do not send abusive messages or ones containing inappropriate language.
 - 2. Do not reveal your personal information (address, social security number, phone number, etc.) or that of other students/colleagues.
 - 3. Do not wastefully use finite resources (paper, network/email storage space, etc.)
 - 4. Do not use the network in such a way that you would disrupt the use of the network by others.
- E. Email/Social Media/Messaging may not be used to spam, advertise/sell personal property, for commercial activities, or for political lobbying for personal gain. Messages relating to or in support of illegal activities will be reported to legal authorities.
- F. Uploading, downloading or transmission of material, information, or software in violation of any district policy or federal, state or local law or regulation is prohibited and may be reported to legal authorities.
- G. Users may access educational materials for school use via the Internet. Compliance with Copyright notices and/or Terms and Conditions pertaining to a Web site is required. Plagiarism, in any form, is prohibited.
- H. Non-educational, inappropriate communication including, but not limited to, instant messaging, network messaging, and chat rooms, is prohibited.
- I. Accessing, transmitting, submitting, posting, publishing, or displaying any inappropriate or illegal material including, but not limited to, defamatory, inaccurate, abusive, obscene, profane, sexually oriented, bullying, threatening, racially offensive, or harassing is prohibited and may be reported to legal authorities.
- J. Student network files may be purged at the end of the school year. It is the student's responsibility to back up any files he/she wants to retain.
- K. The network account, email account and network files of a user who leaves the district may be deleted. It is the student's responsibility to back up any files he/she wants to retain.
- L. The Children's Online Protection Privacy Act requires website operators to obtain parental consent before collecting information from children under the age of 13. In certain instances, the District may act as an intermediary and provide the required parental consent

on behalf of a student when the website is used for educational purposes

- M. A staff member wishing to design and publish a web site must read and adhere to the district's Web Page Development Guidelines and Policy.

2. Equipment:

- A. The user will utilize district hardware (computers/printers/scanners, etc.) with care. Food, drink and candy must be kept away from any hardware.
- B. To protect logins/files, users must restart or shut down the computer after use or when the computer will be unattended for a period of time.
- C. Users are always responsible for their assigned device. Users must take appropriate security measures at all times such as setting a passcode and/or logging out when necessary.

3. Security:

- A. It is the responsibility of every user to notify a staff member or administrator who, in turn, must notify the Department of Media & Technology if the District Network Resources policy violation or security problem involving the District Network Resources or Internet is identified. The user must not in any way communicate and/or demonstrate the problem to others.
- B. Attempting to login to the network as any other user or disclosing another user's login and password is prohibited.
- C. Any user identified as a security risk or having a history of technology violations may be denied access to the District Network Resources.

4. Software:

- A. Downloading of unlicensed, malicious, illegal or inappropriate software from the Internet is prohibited and may be reported to legal authorities.
- B. Unauthorized copying, use or altering of licensed or copyrighted software is prohibited

5. Tampering:

- A. Tampering with, or activities that threaten, the integrity and/or security of any network, computer operating system, software or materials (including, but not limited to, hacking into the District network(s), downloading or installing files that will compromise the network(s), dual booting devices, removal of district computer policies, removal of anti-virus software, transmission of worms, viruses and other malicious codes, and accessing any device or data without proper authorization) is prohibited and may be reported to legal authorities.
- B. Any attempt to defeat or bypass the district's Internet filter or conceal Internet activity are

prohibited (e.g., proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content).

6. Internet Safety

- A. In compliance with CIPA (Children's Internet Protection Act passed by Congress on 12/15/00) Internet filtering is in place for every networked computer to prevent access to inappropriate material on the district network. Internet filtering is provided by the district, both in and outside of the school setting for students. It is impossible to control access to ALL material on the Internet. The OPS firmly believe that the availability of valuable information and the potential for interaction on the Internet far outweigh the possibility that users may be exposed to material not consistent with the educational goals of the Okemos Public Schools. Furthermore, during student Internet use in school facilities, District staff will make reasonable efforts to supervise student access and use of the Internet.
- B. To help ensure student safety and citizenship in online activities, students and staff will be educated about:
 - 1. Appropriate online behavior.
 - 2. Safety and security while using email, chat rooms, social media, and other forms of electronic communications.
 - 3. The dangers inherent with the online disclosure of personally identifiable information.
 - 4. The consequences of unauthorized access (e.g., "hacking") and other unlawful or inappropriate activities.
 - 5. Cyberbullying awareness and response.

7. Video Network:

- A. All programming to be aired over the district's broadcasting system must be approved by the Department of Media & Technology.
- B. Programming which may be in violation of someone's civil rights, or that is discriminating in nature or content, or inappropriate for the educational audience is prohibited.
- C. Inappropriate language or behavior is prohibited from Okemos Channel programming.
- D. Student programming and use of equipment must be adult supervised at all times.
- E. Copyrighted materials or programming must be used in accordance with district policy and applicable laws.

8. Student Personal Learning Devices (PLD)

The Personal Learning Devices will become a critical component of the classroom instruction as we move forward; therefore students do not have the option of declining a district provided device. Students will be required to use their school issued device during the school day to provide

continuity for classroom instruction. The intent is for students to use the devices both in school and at home. Additionally, students are required to use school-provided Google accounts for classroom assignments.

A. Bringing the Device to School:

1. It is expected that students will have their fully charged device at school each day. Teachers will be designing their lessons and classrooms based on students having access to their device.
2. If students fail to bring their device to school or bring it uncharged, they are responsible for getting the course work completed as if they had their device present and working.
3. If a student repeatedly fails to bring their device to school, they may be required to turn in and check out their device from school.

B. Student Use in Classrooms:

1. Use of the device in the classroom is at teacher discretion.
2. Students are expected to take their device to each class each day unless told differently by the teacher.
3. Devices in the classroom are to be used for teacher approved educational purposes only.
4. The use of ear buds/headphones and other accessories in class are at teacher discretion. Ear buds/headphones will not be provided by OPS.

C. General Care:

1. Treat this equipment with as much care as if it were your own property. Students may be assigned the same device for multiple years.
2. Do not attempt to alter, modify or upgrade the device in any way. Doing so may void the warranty.
3. Any and all support or repair will be handled through the district. PLEASE DO NOT CONTACT ANY OUTSIDE VENDOR (i.e., Geek Squad, device manufacturer) FOR REPAIR OR SUPPORT ISSUES.
4. Do not remove or interfere with the serial number or any identification placed on the device.
5. Keep the equipment clean. For example, don't eat or drink while using the device. *It should be noted that liquids cause immediate damage to electronics.
6. Do not put stickers or use any type of markers on the device.
7. District issued carrying cases and/or device covers must be used at all times.
8. Close the device when it is not in use or it is being transported.
9. Never use a chemical to clean the screen or keyboard (i.e. Windex, bleach wipes). Use a soft, dry, lint-free cloth when cleaning the device.
10. Do not lean on the top of the device or put excessive pressure on the screen.
11. Device should always be stored in a safe, secure location. Avoid extreme temperatures.
12. Unattended devices found by staff will be moved to a designated location in the building.

D. Student Printer Use:

1. Use of a school printer is for educational purposes only and will be at the discretion of the teacher.
2. Installing a printer for home use is allowed.

E. Prohibited Areas:

Use of the device is prohibited in the following areas/situations:

1. Locker Rooms
2. Bathrooms
3. The cafeteria
4. Areas used for the purpose of changing clothes
5. Any other areas as designated by administration

F. Device Camera/Recording:

1. Users shall not capture, record, transmit or post images, audio, or video of a person or persons unless provided with authorization by a teacher or administrator in compliance with OPS policies and procedures. This applies both in and out of the school setting.
2. Use of any recording, video or camera functions without a subject's consent is strictly prohibited.

G. Device Problems:

1. It is the student's responsibility to report device issues as soon as they occur.
2. The student must take the device to the designated technical support location as soon as possible.
3. If the device cannot be fixed immediately, the student may be issued a different device to use on a temporary basis.

H. Discipline:

1. Violations of the Student Code of Conduct (i.e., cheating, harassment, illegal activity, inappropriate images and content, etc.) that involve the use of any electronic device will be handled by administration as outlined in the Student Handbook. Loss of electronic device privileges up to and including confiscation of the device may accompany discipline for the offense. Failure to surrender and allow access to any electronic device upon request from a staff member is considered insubordination and will be handled by administration as outlined in the Student Handbook.
2. Please refer to district Code of Conduct Policy #5144 for further details regarding electronic communications and student expectations.

I. Device Damages and Care/Loss or Theft of Devices:

1. In the event of damage to the device not covered by the warranty, the student and parent/legal guardian may be billed for the damages.
2. Repeated damage offenses may result in the parent/legal guardian being billed for the

damages and/or loss of the device for the remainder of the year (a daily check out device will be provided).

3. The administration has the authority to waive or modify charges if the cause of damage is judged to be beyond the student's control.
 - o Devices that are lost or stolen need to be reported to the school's main office immediately.
 - o If a device is stolen or vandalized while not at an OPS sponsored event, the parent/or legal guardian shall file a police report and notify the school's main office as soon as possible.
 - o If a device is lost or stolen, the student may be financially responsible for its replacement. The student may also lose the right to take future devices home.
- Lost, damaged, or stolen devices in the care, custody, and control of a student may be covered by the homeowners'/renters' policy of the parent/guardian. Most homeowner/renter policies will provide some limit of coverage for the "damage to the property of others" under the comprehensive personal liability coverage part of the policy and is not normally subject to any deductible. Please consult your insurance agent for details about your homeowners'/renters' coverage.

J. Checking Out and Returning a Device at the End of the Year:

1. Students will be expected to attend an orientation session to receive their equipment. Each student will receive a device, case and AC charger.
2. Devices will be returned at a specified time at the end of the school year so they can be checked for serviceability.
3. It is the student's responsibility to maintain the power adapter and cable.
4. The student or parent/or legal guardian will replace lost or damaged power adapters or cables with the same model. It is recommended that students NOT use the prongs on the charger to wrap the power cord, as over time, this has proven to damage the cord.
5. If a student transfers out of the OPS during the school year, the device must be returned at that time.
6. This equipment is, and at all times remains, the property of OPS and is herewith loaned to the student for educational purposes only for the Academic School Year. The student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing their right to use the device and may lead to disciplinary action.

9. Disclaimer:

The Okemos Public Schools makes no guarantees of any kind, whether expressed or implied, for the District Network Resources or the device. The Okemos Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services. OPS staff and Board of Education members are released and indemnified from:

- A. Any damages users may suffer including, but not limited to, loss of data resulting from

delays, non-deliveries, mis-deliveries, interruptions in service, or other reasons.

- B. Any fees, expenses or damages a user incurs as a result of use, or misuse, of the District Network Resources. The district retains the right to seek monetary restitution from the user.
- C. Any claims, causes of action and damages of any nature arising from the use, or inability to use, the District Network Resources.
- D. Unauthorized financial obligations, identity theft or fraud resulting from District-provided access to the Internet and/or email.

Terms and Conditions:

All Terms and Conditions as stated in this document are applicable to the Okemos Public School District. These Terms and Conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These Terms and Conditions shall be governed and interpreted in accordance with the laws of the State of Michigan, and the United States of America. These Terms and Conditions are subject to change with proper notification to the registered users.

EXTRA CURRICULAR ACTIVITIES

EXTRA CURRICULAR FEE

A fee of \$50 may be charged for extracurricular activities that are not specifically tied to a class, and do not influence a grade. An individual student only has to pay the fee once per year, regardless of the number of activities that he/she participates in. (Jazz Band, Musicals, Science Olympiad, etc.) A confidential call to the counselor or school administrator by a student's parent or guardian is requested if families cannot afford to pay the extra curricular fee. *This does not include athletic fees.*

ACTIVITY EVENTS

Student activity events are planned for students by a staff sponsor and the grade level parent representatives. Most activities are scheduled after school or in the evening. Students must make prior arrangements for transportation. The following are appropriate behaviors for students at school sponsored activities:

- Appropriate school behavior, as outlined in the student handbook, will be expected at all times.
- Respect for adult supervisors will be required at all times.
- You will not be readmitted once you leave a function
- Only the food and beverage provided by the activity sponsor will be allowed at the activity.

- Admittance will be denied to anyone who is suspected of being under the influence of any illegal substance.
- Students who are on suspension that day may not attend the activity.

FAILURE TO ADHERE TO THE ABOVE EXPECTATIONS MAY RESULT IN:

- Notification of parent or guardian.
- Suspension from the next activity.
- Habitual offenders will be excluded from future activities
- Possible loss of participation in field trips, school activities, or end of the year trips.

INTERSCHOLASTIC ACTIVITIES

The interscholastic program is for seventh and eighth graders. The middle school sports season will be as follows: Cross Country (Sept-Oct), Volleyball (Sept-Oct), Boys' Basketball (Nov-Dec), Girls' Basketball (Jan-Feb), Wrestling (Feb-March), and Track (April-May).

Physicals must be on file in the school office for any athletic team participation including try-outs. Regulation 1, Section 3, interpretation #17 reads as follows: "A physician's statement for the current school year is interpreted as any physical examination given on or after April 15 of the current school year."

Students who are on an interscholastic team must participate in physical education the day of a game in order to be able to play in the game.

ATHLETIC CODE OF CONDUCT

PHILOSOPHY

The Okemos Middle Schools athletic philosophy is designed to help young people develop mentally, physically, emotionally and intellectually to their fullest potential. Programs are designed to encourage meaningful participation and provide experiences in a variety of activities. While winning is an important part of any athletic event, winning at any cost is not part of the Okemos Middle Schools athletic philosophy. Academics, participation and sportsmanship take precedence over winning.

ELIGIBILITY

Every student is eligible to compete in interscholastic athletics providing the following requirements are fulfilled:

- Must have a parent/guardian's signature of approval on MHSAA physical card.
- Must pass a current physical examination and have a record of this examination on file in the school office prior to tryouts. A physical examination given on or after April 15 is good for the following school year (MHSAA guideline).
- Must be passing all classes during the season.

- Students will not be allowed to participate in athletic activities if unexcused from any portion of the school day.
- Individual coaches reserve the right to enforce further consequences for practice and game.
- Must follow rules and regulations of the Michigan High School Athletic Association.

ATHLETIC REGISTRATION FEE

A "Registration Fee" for student athletes to participate in interscholastic sports will be assessed for the 2016-2017 school year. Each student will be required to pay an annual one-time registration fee (Middle School \$260 and family cap of \$560). Students/families that self-disclose that they are receiving any form of financial assistance including but not limited to Free and Reduced school lunch program, Medicaid, Michigan temporary food assistance program (Bridge cards, etc) will have the registration fee waived. All athletic registration fee payment arrangements will be confidential.

Registration fees may be paid in cash, by check - payable to Okemos Public Schools.

CONDITIONS FOR ATHLETIC REGISTRATION FEE REFUND:

- If the registration fee(s) have been waived for a student-athlete under the waiver guidelines outlined above, there will be no refund or partial refund payment due.
- Students will be eligible for a full or partial refund of athletic fees due to being cut and/or leaving a team under the following conditions.

<u>Condition for Refund</u>	<u>Amount of Refund</u>
• Student-athlete quits the squad: First day through tenth day of practice	100%
Remainder of the season	0%
• Student-athlete is dropped for disciplinary reason and/or Code of Conduct Violation (Absolutely no exceptions.)	0%

Students/parents may contact the CMS Athletic Director at 706-4803 for additional information or clarification.

TEAM SELECTIONS

There are open tryouts. Anyone interested in participating in an interscholastic sport is encouraged to tryout. Each athlete will be tested on his or her skills during tryouts and the results will weigh heavily in deciding who will be on the team to represent the school and community.

PRACTICES

- All practices are mandatory.
- Be on time. Unexcused tardiness will be dealt with by the coach. Anytime a student must be late or leave early, notification to the coach shall be prior to practice time.
- If a student is at school she/he will be expected to be at practice. If a student becomes ill, notification to the coach must be made before leaving school. If a student does not notify his/her coach, it will be considered an unexcused absence.
- One unexcused absence from practice results in a warning. Two unexcused absences results in a game suspension. Three unexcused absences results in dismissal from the team.
- Practice clothes must be worn during practice.
- Students must actively participate in physical education to be eligible to practice or play in the contest that day.

ACADEMIC/BEHAVIORAL POLICY

The following is a brief overview of the middle school academic and behavioral eligibility expectations of all athletes participating in interscholastic sports:

- Teachers are asked to provide a subject grade (Pass/Warning/Failure) for each class each week for students participating in athletics. In any situation, if a student athlete is receiving a failing grade, that student will automatically be suspended from participating in any athletic contest until the grade is brought above failing.
- Teachers are asked to provide a conduct grade which will read pass/warning, failure for each class each week for students participating in athletics. Students who continually receive below average grades for citizenship (warnings) will be subject to potential suspension and/or removal from the team.
- Students who are suspended from school for violation of school rules will adhere to the following disciplinary guidelines:
 - Athlete may not practice during the suspension period
 - Athlete may not participate in games/events during the suspension period
 - Athlete may resume practice when reinstated to classes.
- Students sent to the office for misbehavior and subsequent discipline referrals may be suspended from participation or dismissed from the team.

Michigan's Sports Concussion Law Requirements

Beginning on July 1, 2013 Public Acts 342 and 343 (Concussion Laws) went into effect requiring the following:

- Coaches and Physical Education teachers must complete concussion awareness on-line training program
 - Once completed, each employee will print out the certificate and return it to his/her immediate supervisor (building principal, AD, OCE Coordinator, etc.)
 - Supervisors will retain a copy and if appropriate, send a copy to HR Department (OPS staff only)

- “Understanding Concussion” fact sheet will be included in handbooks at all levels (Elem, MS, HS)- attached
- Parents/guardians will acknowledge receipt of educational materials by signing the enrollment/ emergency card.
- The OPS Accident Report will be utilized to document head injuries that may result in a concussion.
- **If a student suffers from a concussion, a “Medical Clearance to Return to Play” will need to be completed by an MD or DO and returned to the school. Forms are available in the guidance office.**